

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VIRGINIA 23218-2120

APPROVAL OF CORRESPONDENCE COURSES FOR HOME INSTRUCTION

AFFIDAVIT

(Please print or type)

School Name _____ Grade Levels _____

School Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax No. _____

Web Site Address _____

Chief Operating Officer _____

School's Contact Person _____

Contact's E-mail Address _____

Contact's Phone Number _____

GENERAL INFORMATION (Check the appropriate boxes)

1. The school identified above _____ is _____ is not accredited by a regional or national accrediting body recognized by the U. S. Department of Education. If accredited, provide documentation (copy of certificate or letter from accrediting organization) showing its current accreditation status.
2. The school identified above _____ is _____ is not approved, licensed, certified (or other applicable term) by the appropriate governmental agency in its state of domicile. Please attach verification of your approval or exemption from regulation from the appropriate government agency in the school's state of domicile. If your school is not approved by your state, please provide an explanation or documentation regarding its status.
3. The school _____ has _____ has not changed ownership or control, program or course offerings, evaluative methods, or other aspects of its operation during the past twelve months or since the last approval. If the school has made changes, attach a narrative description of the changes and the appropriate attachments. If there have been no changes, submission of the materials listed below as attachments is optional for applicants who have current approval.
4. New applicants must complete this form and must submit all of the materials listed below with this affidavit. Schools currently approved must submit this affidavit annually and must submit all materials below with the affidavit every five years for review.

ATTACHMENTS

A catalog or other document(s) including the following information must accompany this document:

1. Descriptions of the programs/courses offered by the school.
2. A statement of ownership or control of the school.
3. A description of the methods used to evaluate student work. (Note that schools must evaluate the students' work on a periodic basis and maintain a permanent record of their work.)
4. A schedule of tuition and fees.
5. Copies of all application forms and enrollment agreements used by the school.

CERTIFICATION

I certify that the information contained in this affidavit and its attachments is true and correct to the best of my knowledge and that the school conforms to the provisions of the [Regulations Governing the Approval of Correspondence Courses for Home Instruction](#) adopted by the Virginia Board of Education. If changes occur in the operation or ownership of the school, I further certify that I will notify the Virginia Department of Education prior to or immediately following such changes.

I understand that providing false or misleading information or failing to notify the Department of changes as they occur may result in the removal of the school from the list of approved courses as provided for in the above referenced regulations.

Signature of Authorized Official

Date

Printed Name

Title (*Please print or type*)

NOTARY STATEMENT

Sworn to and subscribed before me this _____ day of _____, 200____

My commission expires

Notary Public

This form with appropriate attachments must be returned to:

Division of Policy and Communications
Virginia Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120